

PLANNER

FLSA Code: E

Job Code: 3310

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and responsible administrative work in the development of comprehensive plans, review of site plans, performing special studies and preparing reports; does related work as required. Work is performed under the general supervision of the Planning Director.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing short and long-range development and improvement plans; conducting research; processing and reviewing site plans and re-zoning and zoning applications; reviewing and drafting ordinances and related codes; maintaining records and files; preparing reports; assisting boards, commissions, committees and elected officials.

Coordinates and participates in developing, writing, analyzing data and reviewing the Comprehensive Plan and related plans;

Reviews and processes site development plans, subdivision plats and rezoning applications;

Provides technical and staff support to planning commission and other boards and citizen advisory groups;

Assists citizens, applicants and developers with questions and concerns;

Conducts a variety of routine and special studies, surveys and reviews and makes reports and presentations;

Researches, coordinates and participates in the development and analysis of special projects related to the department, ordinances and policies;

Writes and reviews zoning ordinance amendments; reviews all amendments before publication;

Assists Planning Director, City Manager and departments with long range plans for facilities and future development projects and current development plans and economic development objectives;

Reviews and assists in the updating of maps and documents that the Planning Department uses as part of its daily operation;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in urban planning or related field and considerable municipal planning and urban design experience; certification by the American Institute of Certified Planners; thorough knowledge of the philosophies, principles, practices and techniques of planning as they pertain to the design and development of urban and regional areas, planning research, zoning, natural resource preservation and fiscal analysis activities; thorough knowledge of the techniques required in the preparation of maps, charts, sketches and complex graphics, research methodology and standard statistical procedures; general knowledge of geographic information systems; demonstrated ability to plan, organize and carry out complex research projects effectively and simultaneously, to present the results of research effectively in oral, written and graphic form and to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies and members of the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.